



**STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF MENTAL RETARDATION SERVICES
ANDREW JACKSON BUILDING, 15TH FLOOR
500 DEADRICK STREET
NASHVILLE, TENNESSEE 37243**

April 1, 2003

MEMO:

TO: People who receive services/supports from DMRS, their
Guardians or Conservators

FROM: Richard E. Kellogg, Deputy Commissioner

RE: Keeping your personal information private

With this memo are four pages of information telling how the Division of Mental Retardation Services keeps your personal information private. It will also tell how you can see your information and let others see it. DMRS is sending these pages of information due to a law called the Health Insurance Portability and Accountability Act (HIPPA).

You do not have to do anything with these papers but keep them. Friends or family members can help you understand this information or you may call others who help you in receiving services and supports.

The Division of Mental Retardation Services is working to keep your personal information protected from any wrong use.